

Report to the T.V. Committee of Faculty Council

January 30, 1963.

As requested by J. O'Brien, Chairman of the Television Committee of Faculty Council, the following is a report on the registration of students in our televised credit course this year, and some suggestions on how this registration might be improved in the future.

For those students who were registering for this course, English 253.0 T.V., in conjunction with their usual evening program, registration was carried out in the normal manner with the exception that the course cards were not given to the students, but collected and returned to this office.

For those students who were registering only for this one course, they were required to do so by mail. This registration proved to be successful in all but one or two cases where we were responsible for the loss of the forms. The necessary registration forms, plus a contract and instructions as to how to complete the form and what portion to return, was sent to the student along with a large brown self-addressed envelope. This one feature seemed to assure the prompt return of all registration material.

Where we did have some difficulty was in the case of students who were registered for courses and then decided to add English 253.0 T.V. They did so generally by two methods. First, by filling out the order form and assuming they were registered and failing to return the registration forms mailed to them, or secondly, they filled out the registration forms, returned them to us, then we discovered after it was too late to avoid duplication, that we already had the necessary registration form and in fact, all that should have been done was a course addition.

I believe this problem can be easily corrected by mentioning in the T.V. pamphlet that students who wish to add the televised course to their normal program, should do so by seeing one of the clerks at the Administration Desk. This then would remove all doubt as to how to register.

I have two major suggestions concerning any future televised course we offer. First, it would be better if all the pertinent information as to cost, how to register, prerequisites, starting dates and times, what sort of material was available, etc., be taken off the opposite side of the "Order Form" and be placed, for example, where the picture of the Globe Theatre appears in our Shakespeare folder. The reason for this is that a number of people submitted the order form, then were left without information as to cost, what to expect material wise, etc, since most of this information was on the reverse side of the order form.

The second suggestion I have is for internal use. I would recommend that all information and registration be handled from one office rather than two as we did this year.

Due to the nature of this Organization, any registration that takes place must go through our Office, then to the Bursar's Office, and finally to the Records Office. With this T.V. Registration, the Registrar's Office was the first contact for all inquiries. Information was sent from this Office and/or Dean O'Brien's Office and all mailing that was required was sent from Dean O'Brien's Office. This worked well until it became necessary to trace applications or inquiries that were directed to the T.V. course as to when material would, or had been sent. This operation necessitated the keeping of records in both offices that sometimes for a variety of reasons did not coincide and it was difficult to know which office had the correct material.

I would suggest that one office be responsible for all aspects of registration, recording and mailing of information pertaining to any T.V. course. *Asst Dean O'Brien*

Due to registration and the work load that is carried at that time of the year by the Registrar's Office, it might be better if all T.V. registration were handled by another office or by one individual in the Registrar's Office, who would not be involved in the normal registration procedure.

J.R. McB.

J. R. McBride,
Secretary.

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